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DDA Memo, 4 Apr 77

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INSTRUCTIONS FOR DEPUTY DIRECTOR (SUPPORT) PERSONNEL DURING OPERATION ALERT

1. OPERATION ALERT will begin at 1205 hours 15 June and continue through 1700 hours 17 June 1955. During this period, certain designated personnel from the DD/S offices will be evacuated to the Agency's emergency location. The support of the Agency's exercise during the operation will be carried on from there. It is anticipated that the unit at the emergency location will be able to carry out its mission with a minimum of assistance from Headquarters. Therefore, these instructions apply primarily to the DD/S personnel evacuated to the emergency location.

2. Time of Departure

Except as otherwise advised, DD/S personnel being evacuated to the emergency location will leave Headquarters when the alert sounds. Cars will make the trip to the emergency location in a normal manner and arrange to pick up lunch enroute.

3. Courier Service

a. Courier service between Headquarters and the emergency location will leave from Que Building at 1300 hours 15 June and runs will be made every two hours with the last run at 1500 hours 17 June.

b. Courier service between the emergency location and Headquarters will leave from the Administration Building at the emergency location at 1500 hours 15 June and runs will be made every two hours with the last run at 1500 hours 17 June.

4. Mail to the Emergency Location

a. Mail, cables, etc., for personnel at the emergency location will be addressed as follows:

Name of Individual  
DD/S Office or Staff  
Emergency Location

b. This mail will be delivered to Room 1043 Que Building at least fifteen minutes before the next scheduled run to the emergency location.

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c. The mail unit in Room 1043 Que Building will place all mail for DD/S personnel at the emergency location in a single package addressed as follows:

Special Assistant to the  
Deputy Director (Support)

[REDACTED]  
Emergency Location

d. The SA-DD/S will pick up the DD/S package from the courier unit at the emergency location and will arrange to have it hand carried to DD/S personnel in the emergency location.

5. Mail from the Emergency Location

a. Mail, cables, etc., from the emergency location to personnel at Headquarters will be addressed in the usual manner and hand carried to the SA-DD/S [REDACTED], at the Base Headquarters at the emergency location at least fifteen minutes before the next scheduled courier run.

b. The SA-DD/S will place all DD/S office mail in a single package addressed to the DD/S offices and hand carried to the courier unit at the emergency location for transmission to Room 1043 Que Building, Headquarters.

c. The mail unit in 1043 Que Building Headquarters will open the package and arrange for the delivery to personnel at Headquarters in the usual manner.

6. Emergency Contact with Family

a. DD/S personnel to be evacuated to the emergency location are to advise their families that in the event of a real emergency they can be reached by calling EXecutive 3-6115, Ext. 2857 (Watch Officer) who will arrange to have the individual call his family from the emergency location.

b. DD/S personnel at the emergency location in the event of such an emergency, or if it is imperative that they contact their families, may do so by dialing "7" on designated telephones at the emergency location and then dialing their home telephone number.

c. DD/S personnel at the emergency location will not use public telephones to contact their families or others, as so doing might disclose the location of the emergency location.

7. Agency Telephone Contact with the Emergency Location

Agency telephone contact with the emergency location will be handled in the usual manner.

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8. Overtime

Overtime for DD/S personnel at the emergency location will follow the usual Agency policy. This does not mean overtime by simply being there but only for actual work in excess of regular duty hours. Overtime in any 24-hour period of over four hours will require special justification.

9. Travel Orders

A blanket travel order will be issued to cover all DD/S personnel being evacuated to the emergency location. This travel order will authorize mileage for personal cars used in the evacuation and mileage will be paid for such cars when claimed in the usual manner.

As meals and lodging will be furnished at the emergency location, per diem will not be paid.

The travel order will place personnel being evacuated on a duty status beginning at 1205 hours 15 June and this duty status will continue until return from the emergency location on 17 June. However, the duty status will not extend beyond 2100 hours on 17 June unless there are special circumstances which require leaving the location later.

10. Contact with Press and Others Concerning the Evacuation

If any DD/S personnel is questioned by the press or others concerning the evacuation, who is at the emergency location, or any other questions, the answer will be "No comment."

11. Miscellaneous

Friday, 17 June, is pay day and certain of the DD/S personnel evacuated to the emergency location will have to receive their pay checks before the week end. How this is handled is a responsibility of the DD/S offices and staffs. It may be done by sending the checks by courier, by making arrangements where they may be picked up upon return from the emergency location, be delivered to another individual, or any other means which will get them into the hands of the employees.

All hours referred to in this memorandum are Eastern Daylight Time and the evacuation force will follow these hours. The emergency location, however, is on Eastern Standard Time and meals will be on that time.

13 June 1955

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